

OGC Has Reviewed

26 August 1947

Travel
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Procedure



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MEMORANDUM FOR ADSO

Subject: 

1. Attached hereto is memorandum to you from SFD concerning the above subject. It is pointed out that at the present time there is no authorized procedure or control over travel engaged in by OSO personnel in connection with the recruitment of personnel, briefing of covert personnel, and project development in general.

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2. In paragraph 4 of  memorandum, the consensus of a meeting held on 19 August 1947 is set forth. The meeting was attended by DOPP, General Counsel, and . This procedure would involve authorization and approval of such travel by the branch chief in a simple letter of authority. One copy of the letter would be sent to Special Funds and one copy to GOPS and/or ADSO for review and control. In connection with this procedure, it would be necessary to secure an appropriate delegation of authority from the Director, CIG or the Executive for Administration and Management. Since the travel involved would be temporary duty travel, the Executive for A&S is authorized to redelegate authority to branch chiefs or other appropriate officials such as Chief of Operations or Chief of A&S. It would appear desirable that such authority be granted to the foreign branch chiefs and probably to the Chief of Operations and Chief of A&S.

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3. Since there exists no authority at the present time other than the authority of ADSO or his Executive Officer to approve travel in OSO, there are attached eight vouchers for approval in order that Special Funds might make payment. The vouchers have been in each case approved by the appropriate branch chief and appear to be in order for approval by ADSO or the Executive for OSO.

4. Upon determination of a policy concerning which position will be granted authority to approve temporary duty travel,

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this office will assist the Special Funds Division in incorporating such a policy in the Special Funds Regulations for OSO now in the process of preparation. In addition, the necessary delegations of authority will be prepared and signature secured.

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Assistant General Counsel

cc: CAS
DOPP
SPD

JSW:mbt

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT